

**Job Posting  
Town of Marion  
Administrative Services**

Part-Time (19.5 hours) Administrative Assistant  
Treasurer/Collector Office

**Responsibilities:** Variety of duties including professional and technical work related to the operations of the Treasurer and Collector's office in the Finance Department, including collecting and posting payments, answering telephone calls, assisting customers at the window and processing incoming mail. A high degree of flexibility, multi-tasking and effectual decision-making and problem-solving skills are critical to the performance of this job. Ability to deal effectively with the public and to handle and prioritize several required tasks. Hours will be 10:00 a.m. to 2:00 p.m. Monday through Friday. Occasionally may be required to work additional hours to cover vacation or other absences. Familiarity with MUNIS software is preferred.

**Classification:** TH-2

**Pay Rate:** \$18.29 - \$24.14 per hour

Contract provisions regarding current employee's rate of pay would be applicable.

**Date Posted:** March 14, 2023

**Response By:** March 17, 2023